

RECRUITMENT PRIVACY POLICY

Introduction

We are committed to protecting your personal information and to being transparent about what information we hold. The Glenfield Surgery understands its obligations to you to help you understand how and why we process your personal data.

By applying for a job with The Glenfield Surgery, we collect and process your personal data relating to your job application only.

The type of personal information we collect

We currently collect and process the following information:

- Your name, address and contact details, including your email and telephone number.
- Details of your qualifications, employment history, skills and experience.
- Information on any unspent criminal convictions
- Information on your gender, ethnicity and religion to support our equal opportunities monitoring.
- Information about your entitlement to work in the UK.
- Disabilities

How we get the personal information and why we have it?

We collect this information in a variety of ways. For example, will be contained in application forms, CV, obtained from your passport or other identity documents or collected during the interview process.

We may also collect personal data about you from third parties, such as references if you are happy for us to do so in advance and we will inform you we will be doing so.

Why are we processing your personal data?

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to who to appoint to a vacancy.

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to ensure that we are complying with our legal obligations by checking your eligibility to work in the UK prior to employment. Additionally, we have a legitimate interest in processing your personal data during the recruitment process and for keeping records relating to this process.

Who has access to your data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, the recruiting Manager and interviewers and all staff involved in the recruitment process.

We will not share your data with any third parties unless you are successful in your application for employment, and we make you an offer of employment. We will then share your data with your former employers to obtain the necessary references for you unless you have approved us doing so in advance. We will let you know when we are doing this. We may also contact professional bodies to confirm your registration – where applicable.

How we store your personal information

Your information is securely stored.

If you are unsuccessful, we will keep your data on file for three months following the end of the recruitment process. At the end of this period, we will delete your data from our database. Any paperwork relating to your personal data will be shredded securely.

If your application is successful, personal data is gathered during the recruitment process and will be transferred to the HR file and retained for the duration of your employment. This will be covered under our Privacy Notice for Employees.

Changes to our Privacy Notice

Any changes we make to our privacy notice in the future will be posted on our websites and where appropriate, we will notify you. Please check the policy and procedures for any updates. Our Data Protection Officer contact details can be found on our Employee Privacy Notice. If you have any questions or concerns regarding your data, please speak to Management.